

## **Vacancy Announcement**

### **Federal Retirement Thrift Investment Board**

**Supervisory Information Technology Specialist. GS-2210-14/15**

**Job Announcement Number: FRTIB-DE-06-004**

**Salary Range :** \$91,407 -  
\$139,774 per year

**Open Period:** June 16, 2006 - July  
21, 2006

**Series & Grade:** GS-2210-14/15

**Position Information:**

Competitive Services: Career or  
Career Conditional Full-time  
Permanent

**Duty Location:** Washington DC

#### **Who May Be Considered:**

Applications will be considered from All Sources.

#### **Job Summary:**

The Federal Retirement Thrift Investment Board (Agency) is an independent Federal Agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986(FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S. C. 8351 and 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a daily-valued, participant directed retirement savings and investment plan for Federal civilian employees and members of the uniformed services that offers its participants the same type of saving and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over 3.5 million participants and \$180 billion in assets, which is expected to grow to \$200 billion by 2007.

The incumbent serves as the Thrift Savings Plan (TSP) Operations Manager under the direction of the Chief Information Officer. In this capacity, the incumbent oversees day to day operations of the TSP's record keeping and business support applications, and is the technical coordinator and leader for major studies and projects concerning the Agency's information technology (IT) infrastructure. Areas of responsibility include data center operations, enterprise network engineering, planning and management, call center infrastructure support, IT

Security, Office Automation support, and Business Continuity.

**Major Duties:**

The incumbent serves as the Supervisory Information Technology Specialist and has overall responsibility for the planning and management of the TSP's data centers, computer network systems and technology, and serves as the project manager for implementing, maintaining, and refining TSP's network and operating systems environment in support of the Agency's IT architecture and business needs. Evaluates existing systems and capabilities and initiates feasibility studies and cost benefit analyses to determine ways and means necessary to enhance business and IT performance. Evaluates the impact emerging technology, legislation, and policy will have on business needs and practices and takes into consideration the organization's financial and other resources while developing capital investment plans designed to meet changing IT needs of the organization. Prepares justification for reprioritizing funding to support IT enhancements and persuades management to take a specific course of action. Prepares documentation and briefs management officials on specifics of requirements, both hardware and software, and outlines procedures to obtain and organize enhancements. Establish methods necessary to integrate new technology into existing architecture, identifying conflicting system interface problems and developing solutions. Assesses policy needs and develops policy and procedures governing IT activities. Plans, develops, and approves procedures and interprets policy related to IT activities. Responsible for the overall reliability and integrity of the Agency's computer systems, information technology infrastructure, data communications network, operating systems, servers, and all related applications, and oversees the work of both Agency and contractor staff engaged in these activities. Serve as an expert in all matters related to the design, acquisition, installation, support, and implementation of TSP's computing and network infrastructure. Recruits, supervises, and evaluates subordinate staff. Develops and establishes work plans, performance standards, and position descriptions. Responsible for the overall management of the Network Operations Branch. Authorizes leave; identifies and approves appropriate sources of training. Disciplines and takes performance improvement actions as necessary.

**Qualifications:**

**To qualify for the GS-14 level:** One year of specialized experience equivalent to work at the GS-13 level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

**To qualify for the GS-15 level:** One year of specialized experience equivalent to work at the GS-14 level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

**How You Will Be Evaluated:**

You will be evaluated to determine if you meet the minimum qualifications required; and to the extent to which your application shows that you meet the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, and the sensitivity of the issues you handled, etc. Best-qualified candidates will be referred to the selecting official for consideration.

1. Knowledge of project management principles, processes, methods, and techniques as applied to IT Infrastructure projects.
2. Knowledge of systems life-cycle management concepts and processes, used in infrastructure management, operations and on-going maintenance.
3. Ability to lead and manage a team of dedicated IT professionals, using knowledge of management and supervisory concepts and principles, in order to effectively support the functions and output of the team.
4. Ability to communicate, both orally and in writing, in order to convey project, technical, and functional objectives and issues. Communication is conducted with a diverse set of clients, managers, peers, employees, and vendors. Includes communication with other Federal agencies.
5. Knowledge of advanced IT principles, concepts, methods, standards and practices.

6. Experience directing data center operations (mainframe and server), implementing and/or maintaining complex IT security programs, and developing business continuity plans, procedures and tests.

**Benefits:**

Pay is only part of the compensation you will earn working for the federal government. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family. Here are some of the highlights:

- Our health insurance program is a nationally recognized model that offers you choice and flexibility along with a substantial employer contribution to premiums. You can pay your share of premiums as well as your out-of-pocket costs with pre-tax dollars.
- Our leave policy provides ample time to take care of your personal, recreational, and health care needs. In addition to 10 paid holidays every year, you will accumulate 13 days of sick leave each year along with 26 vacation days.
- Our 3-part retirement program includes a social security benefit, a 401(K) type plan, and a defined benefit component based on years of employment and salary history.
- You are able to choose among several options for life insurance coverage for both you and your family members.
- We offer the largest group long-term care insurance program in the country. As a new employee, you may be eligible to enroll by answering just a few simple questions. You can also tailor your benefits package to your own needs.

**Other Information:**

The applicant selected for this position will be required to file a Confidential Financial Disclosure Report, OGE 450. You will need to provide this information annually.

All applicants must be United States Citizen.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibits individuals from requesting, making, transmitting, accepting, or considering political

recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

**How to Apply:**

**The following forms are required:**

A. **Application/Resume:** You must submit a resume, OF-612, Optional Application for Federal Employment, or any other written application form, such as a Federal style resume. Your application must contain the following information:

1. Vacancy announcement number (FRTIB-DE-06-004);
2. Full name; social security number; mailing address; day and evening telephone numbers; country of citizenship;
3. Educational information, including the name, city and state of colleges or universities you attended, as well as your majors and type and year of any degrees;
4. Information about your paid and nonpaid work experience related to this position including job titles; duties and accomplishments; salary; employer's names and addresses; starting and ending dates (month and year); supervisor's names and phone numbers and whether or not we may contact current supervisor; and
5. Other qualifications related to this job including job related training courses completed; certificates, licenses, honors and awards received; and any other special job related accomplishments completed. You may also note any job related honors, awards, and special accomplishments, but do not send documents (e.g. letters of commendation, newspaper clippings).

B. Narrative Statement addressing each of the KSA's- including experience (paid and unpaid), education, training, awards, and/or self-develop activities as related to each.

C. A copy of a recent SF-50, "Notification of Personnel Action", that indicates Federal status, grade, tenure, and type of service.

D. Copy of your most recent annual performance appraisal (from either the Federal or private sector).

**DD-214 & SF-15:** Those eligible under the Veterans Employment Opportunities Act of 1998 (VEOA) **MUST** submit

documentation (DD-214 and/or SF-15) to establish eligibility under this program. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of entitlement.) The SF-15 is available in Federal Human Resources offices or on the OPM website at [www.opm.gov/forms](http://www.opm.gov/forms).

**Special Employment Programs:** Applicants applying based on eligibility for a special employment program/authority such as VRA, Severely Disabled, 30% or more compensably disabled veterans, or Peace Corp returnees **MUST** submit documentation (e.g., DD-214, SF-15, Vocational Rehabilitation certification/medical documentation) to establish program eligibility. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of eligibility for any veterans programs.) The SF-15 is available in Federal Human Resources offices or on the OPM website at [www.opm.gov/forms](http://www.opm.gov/forms).

**CTAP/ICTAP:** Applicants applying under CTAP or ICTAP **MUST** submit proof of eligibility under 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent performance rating, and a copy of their most recent SF-50 (Notification of Personnel Action) showing your position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Candidates are requested to complete the DI 1935, Applicant Background Survey ([http://www.doi.gov/diversity/doc/doc/di\\_1935.pdf](http://www.doi.gov/diversity/doc/doc/di_1935.pdf)) on a voluntary basis. Information will be used solely to review compliance with federal law. Failure to complete this form will not affect consideration.

#### How to Submit your Application:

All application documents submitted must be: 1) received in the human resources office no later than close of business on the cut-off date. Your application may be hand-delivered, mailed, or faxed to:

National Business Center  
Human Resources Office  
1849 C Street , NW  
Mail Stop 2735  
Washington , DC 20240

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

Application materials will not be returned. Do not submit original documents that may be needed in the future.

**For additional information about this position please contact:**

Dionne Mahone  
Phone: 202-208-3448  
Fax: 202-208-3184

Your application contains information subject to the Privacy Act (P.L. 930-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

**What to Expect Next:**

Once your complete applicant is received, we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified as to the outcome.

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.